

TMF Assessment Form for Noncommunity Water System CDPH Funding Applicants

Water System Name:

System Number:

Person completing this assessment:

Name

Title

Signature

Date

Water System Information:

System Address

County

District

CDPH Pre-Application Project Number(s):

Background and Instructions

This form will be used by the California Department of Public Health (CDPH) to assess the technical, managerial, and financial (TMF) capacity of public water systems that are applying for CDPH funding. All water systems applying for CDPH funding assistance must demonstrate capacity for all of the Mandatory TMF elements on this assessment form before CDPH will offer funding. The Necessary TMF elements on this assessment form must be addressed by the water system. TMF elements that are not completed at the time of funding will be listed as permit conditions as directed in Health and Safety Code Section 116540 (a). If you have already provided the information requested to the CDPH field office, county environmental health department, or on the funding application, note the location of that information on this assessment form.

CDPH is committed to helping systems qualify for funding. Upon request, CDPH will provide assistance to small water systems for completing the funding application and the TMF assessment form. However, this assistance must be requested. Prior to meeting with the assistance provider, the applicant should complete as much of the information on the forms as possible. All information needs to be supplied in a timely manner. In addition, small water systems that cannot demonstrate adequate capacity can be provided with direct technical assistance.



HELPFUL HINT: Because particular information about your water system changes over time, it is recommended that the TMF documents be assembled in a three-ring binder with the attachments kept as appendices in the back. This will allow documents to be updated easily. In order to maintain complete records of your system, we recommend that copies of all of the documents be retained in this binder even if they have been previously submitted.

Mandatory TMF Elements

Completion of the Mandatory TMF elements listed in this section are required as part of the CDPH funding application. Check the box next to each item that is submitted with this form or that is applicable. Please check the Not Applicable boxes where appropriate to indicate that these items have been considered.

A. Consolidation Feasibility

All public water systems applying for CDPH funds must evaluate the feasibility of connecting to nearby existing public water systems as an option to resolving the problem for which funding is sought.

- ☐ Provide a description of the feasibility for incorporating the water system applying for funding into an existing water system that is owned, operated, or managed by a satellite agency located within one mile of the applicant.
- ☐ Not Applicable: No public water system is located within one mile of the applicant.

Comments _____

B. Ownership

Ownership of the water system that is applying for CDPH funding as well as of the facilities crucial for the operation of the system must be identified clearly.

Helpful Hint: A copy of the deed for the parcel on which the well is located will help to document ownership as well as water rights.

- ☐ Provide a description of the type of system ownership including sole proprietorship, partnership, corporation, mutual, governmental agency, or other designation along with the names, addresses, and phone numbers of the owners or board members.
- ☐ List any public water systems that are or have been owned by the applicant solely, in partnership, as a corporation, or in any other capacity. ☐ Not Applicable
- ☐ List any public water systems that the applicant previously has operated or is currently operating under contract for another owner or entity. ☐ Not Applicable
- ☐ For water systems that use, but do not own, land or facilities that are essential to water system operation provide a copy of the agreement for the long-term use of the land or facilities not owned by the system. ☐ Not Applicable



- ☐ For water systems with a single proprietor provide a contingency plan that would enable the water system to continue operations in the event that the owner becomes incapable of performing the responsibilities of operating the water system. ☐ Not Applicable
- ☐ Disclose any encumbrances, trust indentures, bankruptcies, decrees, legal orders or proceedings, or other items that may affect or limit the owner's control of the water system. ☐ Not Applicable

Comments _____

C. Water Rights

Water systems must show that they have a legal right to the amount of water necessary to assure an adequate and reliable drinking water supply. A copy of any documents demonstrating water rights should be maintained as a component of the system records.

- ☐ If the source of water for the system is groundwater from an unadjudicated basin, attach a copy of the deed for the parcel on which the source is located. ☐ Not Applicable
- ☐ If water is pumped from an adjudicated groundwater basin, provide documentation of approval for extraction of water from the basin watermaster. ☐ Not Applicable
- ☐ If the source is surface water, groundwater under the influence of surface water, or otherwise subject to permit requirements from the State Water Resources Control Board, attach a copy of the water rights permit. ☐ Not Applicable
- ☐ Provide information that describes the legal basis and authority for the diversion, extraction, or purchase of water. This may include documents such as permits, licenses, or other agreements showing all water rights owned or controlled by the system, or it may include a letter of confirmation from the authority that granted each of the water rights held by the system. ☐ Not Applicable

Comments _____

D. Budget Projection

The budget projection is a written financial plan for the operation of the water system over the next five years. This is a critical feature of this TMF assessment. It indicates whether the system's revenues and reserves will meet the water system's expenses. It also is a tool that will enable the water system to plan for future needs.

- ☐ Provide a five-year budget projection of the anticipated revenues and expenditures for the system. The budget projection shall include the projected expenses to be incurred as a result of implementing the water system's Capital Improvement Plan (CIP) and its equipment replacement schedule. Other reserves including operations and maintenance as well as emergency reserves should be included. The projection must also include the projected receipt of loan monies as well as the expenses related to the completion of the proposed project. CDPH has an example of a 5-year budget projection with a linked CIP located at:

<http://www.dhs.ca.gov/ps/ddwem/TMF/XLSs/swsbudgetcalculator-CIPandMinRateGen.xls>

- ☐ Submit with the funding application the water system's consolidated financial statement including the balance sheet and income statement from the previous three fiscal years or Internal Revenue Service tax returns.
- ☐ Submit with the funding application a copy of the current rate structure and the average annual cost of water per customer for the last calendar year.
- ☐ Submit with the funding application the proposed rate structure and estimated average annual cost of water per customer based on the proposed loan amount.

Comments _____

Necessary TMF Capacity Elements

The TMF elements listed in this section will be listed as permit conditions if the documentation has not been provided previously.

E. System Description

Water systems need to provide as-built maps or drawings that show the location of all system facilities including the existing and future service areas, sources of supply, contamination hazards, and other components that are essential to the system's operation. The water system needs to develop a procedure for updating maps as changes occur. Operators need to know the location, type of material, and other pertinent information regarding the water mains and other system facilities and components in order to check, repair, and replace them. Similarly, during an emergency it is essential to know where the isolation valves are.

F. Certified/Qualified Operators

All public water systems must be under the operational control of an appropriately certified operator in order to assure reliable compliance with drinking water standards as described in the California Health and Safety Code, Section 106875 and the California Code of Regulations, Title 17, Sections 7103 to 7134.

G. Operations Plans

A comprehensive water system operations plan is necessary to ensure that all operations personnel including full time, part time, on call, and new employees have a standard set of procedures for the routine operation the water system. Water system managers should develop the system operations plan with operating personnel and establish procedures to review all plans annually with operators. Systems providing any type of water treatment are required to develop a treatment plant operations plan.

Water System: _____

H. Organization

A clear description of the organizational and functional structure of the water system personnel is vital for every water system. This organizational chart establishes the lines of authority and communication between employees and management. Also, it is essential to define the respective roles of each person and to ensure that all crucial functions are covered.

I. Emergency Response Plan

Water systems should have an emergency response plan that defines how they will respond to emergencies and disasters that are likely to affect the operation of the water system. This plan will help the water system provide reliable service and minimize public health risks from unsafe drinking water during emergencies.